



Standardized Recipe Checklist

Use this checklist to determine if recipe contains essential and other helpful information.

Essential components:

- ☐ 1. Recipe name that reflects content and is appealing to customers
- ☐ 2. Number/Category/M meal for easy access
- ☐ 3. Ingredients listed by form (canned, frozen, dehydrated, etc.) and any pre-preparation needed (diced, chopped, grated)*
- ☐ 4. Specific weight/volume of each ingredient*
- ☐ 5. Detailed instructions (directions) for preparing recipe
- ☐ 6. Cooking temperatures and cooking times
- ☐ 7. Serving size for single portion(s) *
- ☐ 8. Recipe yield
 - ☐ Number of portions*
 - ☐ Total volume or measure (gallons, piece)
 - ☐ Pan size
 - ☐ Number of pans
 - ☐ Weight or volume in each pan
- ☐ 9. Equipment and serving utensils used

***Information required for recipe analysis**

Additions for the New Meal Pattern to consider:

- ☐ 1. Contribution by serving to meal pattern requirements
- ☐ 2. Portion size variations by grade group for meat/meat alternate & grains
- ☐ 3. Vegetable subgroup contributions
- ☐ 4. Nutrient analysis for total calories, saturated fat, and sodium

Other considerations:

- ☐ 1. Recipe variations, alternative ingredients, optional ingredients which will not alter the yield, meal pattern contribution, and nutrition content.
- ☐ 2. Food Safety job aids such as HACCP Process 1, 2, 3
- ☐ 3. Special diet information (gluten free, carbohydrates)